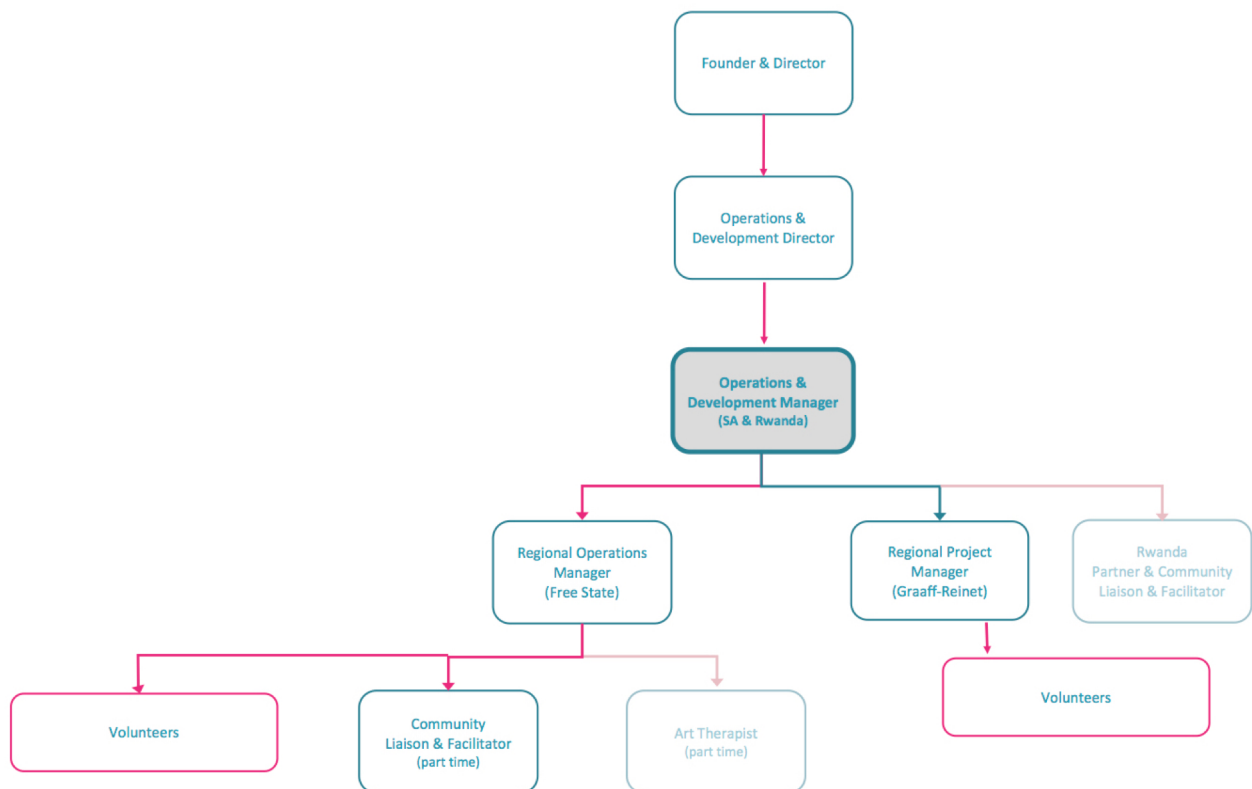




Recruitment March 2018

Job Role: Operations & Development Manager (South Africa & Rwanda)
Based: Johannesburg
Reports to: Operations & Development Director
Direct Report: Regional Operations Manager and Community Liaison & Facilitator (Free State), Regional Project Manager (Graaff-Reinet) & Volunteers
Salary: R380,000 – R440,000 (Dependent on Experience)



Vision

Dramatic Need is a creative arts charity helping vulnerable children in Africa to build hope and self-belief in the face of conflict, trauma and hardship. The charity runs two permanent arts centres in South Africa with a third due to be constructed in mid-2018. In addition to regular arts programming at these centres, Dramatic Need facilitates issue-based workshops hosted by local and international arts professionals, volunteering in underprivileged and rural communities across South Africa. The charity promotes creative expression as a tool for conflict resolution,

social development, gender empowerment and the assimilation of health messages in underprivileged communities.

Dramatic Need is a registered charity in England in Wales – registration number 1119443, a South African-registered NPC (non-profit company) - 2017/212994/08 and a has 501(c)3 charitable status in the U.S.A – 82-1037862

The Role

The Operations and Development Manager will manage the development of Dramatic Need's networks and fundraising models within South Africa and the Continent. They will be responsible for overseeing the programmes and staff across our existing art centres and the roll-out of our planned expansion model.

Duties and Responsibilities

Fundraising and Finance

- Work with the UK and US teams to research, develop and produce international fundraising campaigns via events, individual giving, relevant government funding, trusts and foundations, in line with central DN fundraising strategy
- Coordinate South African-focused fundraising plans, working with the UK team to write effective South African grant applications and to develop local partnerships and events in line with the central DN fundraising strategy
- Create and adhere to monthly/annual budgets for all aspects of programming and maintenance in South Africa.
- Deliver comprehensive, quarterly budget reports for management and trustees
- Authorise and manage supplier payments
- Ensure regular reporting and financial procedures are adhered to

Marketing and Communications

- Act as an ambassador and main contact for all DN correspondence in South Africa and actively seek out opportunities to represent the charity in relevant networks and events
- Work with the UK and US teams to develop an up-to-date and relevant Pan-African Marketing and Communication strategy
- Work with the in-field and UK teams to deliver regular marketing and communications content
- Supervise and assist with regular and dynamic content and campaigns for all DN social media platforms

HR and Line Management

- Work closely with the Operations and Development Director in the UK to

adhere to all current and up to date HR legal frameworks with in South Africa, UK, USA and eventually, Rwanda.

- Deliver regular performance reviews and, where appropriate, recommend and authorize training and/or performance requirements to individual staff members
- Design and deliver regular volunteer training and briefing sessions for staff and volunteers
- Provide ongoing in-country emotional and professional support for staff and volunteers
- Act as the in-country first point of contact to volunteers

Creative & Programming

- Work with the full DN team to develop creative and dynamic issue-based programming to encourage creativity and enthusiasm at all levels of the organisation in South Africa
- To develop and explore the re-introduction of the Dramatic Need programme into Rwanda, re-establishing school networks and exploring potential programming opportunities in-country
- Drive and coordinate all programming at regional art centres
- Plan and develop content and syllabuses in collaboration with partners, volunteers and facilitators for all regional programming, and deliver comprehensive programming plans on a regular basis
- Seek out professional relationships and partnerships with relevant individuals, organisations and networks that will further develop our programmes and/or work
- Maintain and facilitate ongoing partnerships on a national and international level

Outreach and Recruitment

- Liaise with in-field teams and regional schools to recruit individual young people and community groups
- Build and maintain partnerships with local, national and international agencies to deliver complementary services to support the wellbeing of our young people and volunteers
- Work with the UK and US teams to develop meaningful and current volunteer recruitment campaigns
- In line with Rwanda-programme development, recruit local stakeholders and volunteers to form a viable in-country team in preparation for a future Dramatic Need professional to take over Rwandan programming.
- Maintain correspondence and reporting with incoming volunteers
- Organise details for volunteer accommodation, transport, safety and scheduling with schools

Evaluation and Reporting

- Adhere to and regularly review and update charity policies and procedures
- Contribute to and assist with a comprehensive impact assessment of the charities work measuring against the key aims and objectives.
- Create and maintain records for
 - risk assessments
 - health and safety
 - participant indemnity
 - volunteer placements and outcomes
 - participating school histories and outcomes
 - workshop and programme plans
 - community relationships and contacts
 - budget and financial
- Contribute to Quarterly and Annual Reports
- Support and contribute to all reports legally required by UK, US and SA law
- Work with UK and US teams to develop annual and long-term plans towards strategic goals

Operations and Maintenance

- Oversee a programme of planned maintenance, ensuring the safe running of the all art centres in South Africa, setting a clearly defined strategy and precedent for future centres in South Africa and Rwanda
- Undertake regular reviews and check-in meetings with the in-field teams and visiting volunteers (via skype, regular calls and site-visits)
- Coordinate local suppliers and regular maintenance staff
- Participate in bi-weekly full team meetings

Person Specification

Experience and Skills

Essential

A successful track record/proven ability in:

- a similar position in the cultural or charitable sector
- successfully leading a team and managing members of staff
- strategic planning and implementation
- financial planning and management of significant budgets
- initiating, negotiating and maintaining productive partnerships with a diverse range of organisations, including funders and networks
- working flexibly under pressure, to prioritise, meet deadlines and establish management processes and systems
- writing plans and grant applications for submission to government funding bodies

- Fluent (written and spoken) English

Desirable

- experience of working closely with funding bodies, government schemes and/or donor campaigns
- knowledge of applied arts and/or therapeutic practice, the education and charitable sector and other sectors involved with children and young people within South Africa and/or Rwanda or the African continent.
- knowledge of current HR practice and employment legislation

Qualities

- an affinity for the mission, vision and work of Dramatic Need and a passion to play a key role in shaping the development of this unique charity
- the desire to make a positive impact on communities across South Africa, Rwanda and the African continent.
- an ambition to develop Dramatic Need's role as a charity of national and international significance
- a genuine commitment to broadening diversity and access across all areas of programming and delivery
- confident, self-motivated and personable
- the ability to identify opportunities and anticipate change
- the ability to work well under pressure and to multi-task
- a clear decision maker with strong communication and presentation skills
- the ability to build effective working relationships with both individuals and organisations

Dramatic Need confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Salary: R380,000 – R440,000 (Dependent on Experience)

Hours: Minimum 37 hours per week. The post-holder will be expected to work the hours necessary for the proper execution of the duties that come within the scope of this post. There may be weekend and evening work

Holiday: 28 days (including public holidays)

Notice Period: 1 month during the 6-month probationary period (on either side), thereafter 8 weeks

Closing date for applications: Sunday 15th April at 10pm (SAST)

Interviews: Wednesday 25th & Thursday 26th April 2018 in Johannesburg

Start Date: Preferably w/c 7th May 2018 - Date to be agreed with successful candidate.

How to Apply

Please send the following to jobs@dramaticneed.org

- Curriculum Vitae
- Supporting statement (no more than two sides of A4)

Dramatic Need reserve the right to change any terms and conditions of the post before confirming appointment.